



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

CHIEF, HOUSING AND COMMUNITY DEVELOPMENT

Class No. 000981

■ CLASSIFICATION PURPOSE

To develop, implement, and manage low and/or moderate income housing, economic or industrial programs having an impact on affordable housing, economic and community development in the San Diego region; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class allocated only to the Housing and Community Development Department. Incumbents report to the Director, Housing and Community Development, and have significant responsibility for formulating policy and managing an assigned division such as: Rental Assistance, and Community Development and Special Programs.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Initiates, designs, implements and manages programs for the development of housing opportunities for low and/or moderate income households and the creation of regional community development opportunities.
2. Monitors and evaluates program performance and ensures that departmental activities conform to federal, state, and local laws and regulations.
3. Formulates policy and procedures for the delivery of affordable housing, and community improvement projects.
4. Advises the Director on the status and operation of specific affordable housing, community development, and special programs.
5. Identifies operational problems and formulates appropriate solutions.
6. Participates in developing divisional budgets.
7. Conducts special studies and projects as assigned by the Director.
8. Analyzes laws, regulations, and guidelines and takes corrective action, whenever necessary.
9. Oversees the recruitment and management of qualified staff.
10. Oversees the preparation of grant applications and Board of Supervisor letters.
11. Oversees the competitive selection process for contractors and vendors.
12. Prepares written reports and makes recommendations on significant regional issues covering areas such as affordable housing, community development and special program operations, policies and organizations.
13. Prepares and makes presentations at public meetings and hearings.
14. Carries out public relations activities related to affordable housing, community development, and special programs.
15. Acts as liaison and exchanges information with appropriate local, state, and federal agencies, public, participating cities, media, developers and contractors, and administration.
16. Provides high quality service to County employees, representatives of outside agencies, and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Policy and procedure development and implementation related to regional affordable housing and community development programs and processes.
- Federal, state, and local laws, codes, and regulations related to affordable housing and community development.
- Integrated planning concepts and technical report writing.
- Organizational development necessary to start-up various affordable housing, economic or industrial development programs.
- Principles and practices of public administration and management.
- Work control and resource allocation.
- Principles and practices of supervision, training, and general administration.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Establish and implement policy and procedures for affordable housing program development and implementation.
- Interpret significance of provisions of federal, state, and local legislation, rules, and regulations pertinent to affordable housing, homelessness, and economic and community development programs.
- Prepare and monitor divisional budgets.
- Ensure that departmental activities conform to federal, state, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Effectively communicate orally and in writing.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are: bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalent in public or business administration or a closely related field AND five (5) years of professional experience preparing and implementing public sector affordable housing, economic and community development programs. Previous experience must have included three (3) years of management experience in developing and implementing policy/procedures and directing the activities of staff involved in planning and implementing affordable housing, economic, and community development programs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Work is performed in an office environment with adequate temperature, ventilation, and lighting. Fieldwork may include visiting businesses and attending off-site meetings.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

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New: July 23, 1981
Revised: June 18, 1986
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